



## How to Create a Warrant from an Incident Offender Charge

When creating a warrant, you have the option in iSOMS of creating it from an incident charge. You can use this to save time and fill in information automatically. This guide explains the process of creating the warrant from an incident charge, what information you may need to add afterwards, and how to print a warrant as a Custom Form report.

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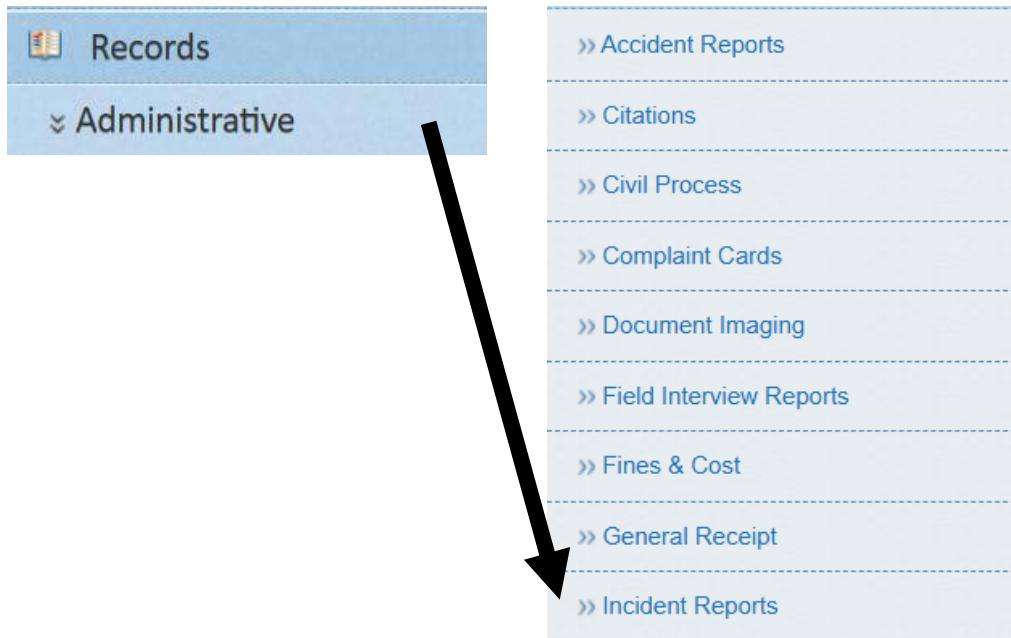
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### Creating a Warrant from an Incident Charge

First, you must find the incident offender's charge you wish to create a warrant from.

On the iSOMS home page, navigate to:

**Records → Administrative → Incident Reports**





This will bring you to the **Incident: Search (Main)** screen.

### Incidents: Search (Main)

Filter buttons (top row):

- Last 7 Days
- Last 30 Days
- Last 30 Days - Me
- Not Supervisor Approved
- Not Super

Filter buttons (second row):

- All Approved For D.A.
- Unapproved Supplements
- Reported/Approved 30
- Follow Up (Last 7 + Next 14 Days)

Filter buttons (third row):

- Approved Last 30
- Info Only
- Unassigned
- Active Cases
- Detect

Filter buttons (fourth row):

- All Assigned - My Shift
- Exclude From Public
- All Juvenile Involved
- Print Agency Stats (Current Year)

Filter buttons (fifth row):

- InActive
- Active Grand Jury

Action buttons:

- Lookup
- Clear Filter

Search fields (bottom row):

- Case #: \_\_\_\_\_
- Reference #: \_\_\_\_\_
- Reports From:

Search fields (second row):

- Pursuit Type: \_\_\_\_\_
- Report Status: \_\_\_\_\_
- Assigned From:

Search fields (third row):

- UCR: \_\_\_\_\_
- Location Code: \_\_\_\_\_
- Cleared From:

Search fields (fourth row):

- Docket #: \_\_\_\_\_
- Ticket #: \_\_\_\_\_
- Occurred From:

Find or create the incident record for which you wish to make warrant(s).

### Incidents: View Record

Navigation buttons:

- << FIRST
- < PRIOR
- NEXT >
- LAST >>

Record details:

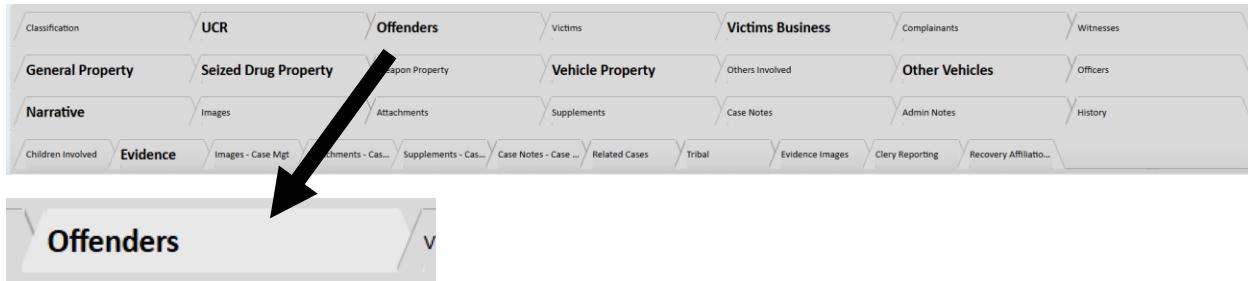
Case #:	Report Date:	Time:
03000636	02/25/2025	<input type="button" value="Calendar"/> 15:50:00

Action buttons:

- PRINT PUBLIC SUMMARY
- PRINT MEDIA



Once you select the record you need to make a warrant for, find the **Offenders** tab in the list of tabs.



Select the offender you need to make a warrant for by double-clicking or pressing the pencil icon.



This will take you to the **Incidents: View Offender** screen. This is the offender's record as related to this incident.

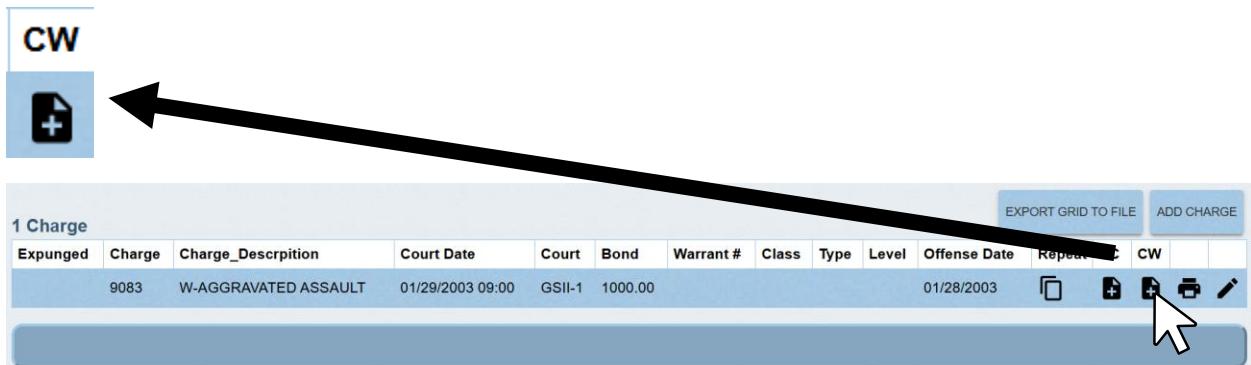




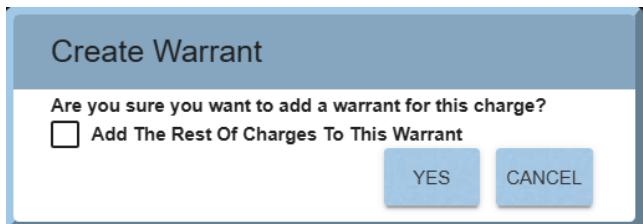
Here you will navigate to the **Charges** tab.



Here you will see information related to the charges the individual has. In order to create a warrant, you can simply click the symbol underneath **CW** (Create Warrant) which looks like this:



Now you are asked for confirmation that you want to add a warrant. Press **Yes** to proceed.



iSOMS will give you the option of creating adding the rest of the charges to this warrant. However some states, including Tennessee, typically require one warrant per charge. This means selecting this option would have multiple charges on one warrant, so this is typically **not recommended** unless your state or other governing body allows it.

Instead, you can simply repeat the process for each charge so that each one has a separate warrant.





## Filling in the Rest of the Warrant

This will create the warrant from the charge you selected.

Warrants: View Record

LOOKUP NEW WARRANT REPEAT AUDITS

« FIRST < PRIOR NEXT » LAST »

SAVE DELETE

Court: GENERAL SESSIONS I Process: ARREST Warrant Case #:

Waiting To Be Signed Warrant Id: 47973 / Jacket #: 7448 / Master Person Id: 14048 / Sheriff #: 47973

Reference #: 03000636 Docket #: 05/19/2025 Received Date: 10:50:18 Received Time: 05/19/2025 Issued Date:

Plaintiff  
STATE OF TENNESSE

Last Name: AMBURN JR.	First Name: DONALD	Middle Name: LEWIS	Jr/Sr:	Title:	Notify Affiant Y	Night Service (Y/N)
House #: 811	Street: Direction: FAKE LANE	Apt/Lot #: KNOX	City:	State: TN	ZipCode: 37772	Location icon
County:	School:	Subdivision/Area/Building Complex:				
Zone:						

After you have created the warrant from the charge on the offender, you will likely need to fill in additional information related to the warrant. iSOMS will transfer as much information as it can, but you need to check the fields to make sure that they are filled in. The following are common fields that might still need to be filled in.

Court: GENERAL SESSIONS I Process: ARREST Warrant Case #:

Waiting To Be Signed Warrant Id: 47973 / Jacket #: 7448 / Master Person Id: 14048 / Sheriff #: 47973

Reference #: 03000636 Docket #: 05/19/2025 Received Date: 10:50:18 Received Time: 05/19/2025 Issued Date:

Make sure the proper **Court** is selected.

Court:  
GENERAL SESSIONS I

Add the **Warrant Case #** and **Docket #** as appropriate. **Reference #** will usually be the same as the original incident case #.

Warrant Case #: 123456	Docket #: 7890	Reference #: 03000636
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Scroll down and find the **Warrant Detail** tab:

A screenshot of the "Warrant Detail" tab. The top section shows fields for Court Date (01/29/2003), Court Time (09:00:00), Held By Other Agency (Y/N), FTA Fees (Y/N), Issued By Agency (NARATN), and Judge / Commissioner. Below this is a dropdown for "Warrant Issued By". The main body contains sections for "Dispatcher In" (Served: Y, Completed/Served: 01/27/2003, Served By: 603 ELDER, MARTIN WILLIAM -I), "Dispatcher Out" (Served How: SERVED PROCESS), "Restitution Amount" (0), and "Warrant Status" (SERVED BY ARREST). There are also sections for "Served By Agency", "Assigned To", and "Certified Copy".

Court Date:	01/29/2003	Court Time:	09:00:00	Held By Other Agency:	(Y/N)	FTA Fees:	(Y/N)	Issued By Agency:	NARATN	Judge / Commissioner:
Warrant Issued By :										
Dispatcher In:	Served:	Completed/Served:	Dispatcher Out:	Served By:	Served How:	Restitution Amount:	Warrant Status:			
Y	01/27/2003	603 ELDER, MARTIN WILLIAM -I	SERVED PROCESS	X	X	0	SERVED BY ARREST	X	X	X
Served By Agency:										
Assigned To:	Certified Copy:	NCIC Checked:	State Checked:	Extradite:	Mileage Range:	Issued On Behalf Of:	ROR:	Return Date:	Return Time:	Service Paid:
	(Y/N)	(Y/N)	(Y/N)	(Y/N)	0	(Y/N)	(Y/N)			(Y/N)
Warrant Type:										

Fill in the fields as needed, making sure **Court Date and Time** are the correct times. You can add the agency the warrant was issued by in either **Issued By Agency** (freeform) or **Warrant Issued By** (dropdown).

A screenshot showing the "Court Date" field containing "01/29/2003" and the "Court Time" field containing "09:00:00".

Court Date:	01/29/2003	Court Time:	09:00:00
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A screenshot showing the "Issued By Agency" field containing "NARATN" and the "Warrant Issued By" field containing "FBI".

Issued By Agency:	NARATN	Warrant Issued By :	FBI
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Now go to the **Charges** tab. Ensure the information here is correct and any desired information is filled in.

A screenshot of the "Charges" tab. The top section shows the "Charge Code" as "9083 W-AGGRAVATED ASSAULT" with a dropdown arrow and the value "9083". Below this are sections for "Charge Classification", "Charge Type", "Charge Level", and "Charge Detail (free form)". The "Bond Type" section shows a bond amount of "1000.00" and an "Offense Date" of "01/28/2003". At the bottom are buttons for "SEARCH", "EDIT", and "ADD".

Charge Code:	9083 W-AGGRAVATED ASSAULT	X	9083
Charge Classification:	Charge Type:	Charge Level:	Charge Detail (free form):
Bond Type:	Bond Text:	Bond Amount:	Offense Date:
Bonding Company:	SEARCH	EDIT	ADD



Now go to the **Notes** tab where you can put the probable cause notes in the Narrative.

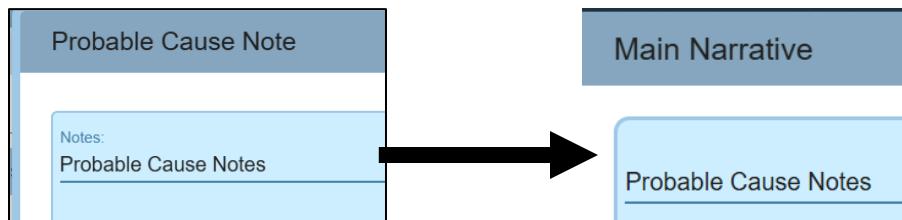
A screenshot of a software interface showing the "Notes" tab. The title bar says "Notes". Below it is a "Narrative" section with a sub-section "Probable Cause Notes". The message "0 Records" is displayed. At the bottom right of the "Probable Cause Notes" section is the text "No Notes.".

However, this may already be filled in if you entered it in the incident offender's charge record.

If we look at the charge under the offender's charge tab in the Incident module, we will see that there is a button to put a probable cause for the charge. If this is filled in, iSOMS will automatically copy over the Probable Cause note into the Narrative for the warrant.

A screenshot of the "Incidents: View Offender" module. It shows a table with one charge entry. The charge details are: Expunged (checkbox checked), Charge (9083), Charge\_Description (W-AGGRAVATED ASSAULT), Court Date (01/29/2003 09:00), Court (GSII-1), Bond (1000.00), Warrant # (01/28/2003), Class (Repeat), Type (CC), Level (CW). Buttons for "EXPORT GRID TO FILE" and "ADD CHARGE" are visible.A screenshot of the "View Charge" interface. It shows the charge details: Charge Code (9083 W-AGGRAVATED ASSAULT), Entry Date (01/28/2003 00:00), and Entry By (isoms). Below the entry details are buttons for "PROBABLE CAUSE", "VICTIM(S)", "WITNESS(E5)", "GUARDIAN 1", "GUARDIAN 2", and "PROBABLE CAUSE PAGE 2".

*Incident Offender Module*



*Warrant Module*



## Printing the Warrant in Custom Forms

Once you have finished filling the warrant in, you can now print the warrant by using the **Custom Form** reports.

Make sure you are still on the warrant record you want to print the warrant for.  
In the Warrants module, click **REPORTS → CUSTOM FORMS**

The screenshot shows the "Warrants: View Record" screen. At the top, there is a navigation bar with tabs: LOOKUP, NEW WARRANT, REPEAT, AUDITS, MAPS, ASSIGN PAPER, TOPICS, and REPORTS. The REPORTS tab is highlighted with a red box. Below the navigation bar, there are buttons for navigating through the records: << FIRST, < PRIOR, NEXT >, LAST >>, SAVE, and DELETE. The main content area displays warrant details: Court (GENERAL SESSIONS I), Process (ARREST), Status (Waiting To Be Signed), Reference # (03000636), Received Date (05/19/2025), Docket #, Received Time (11:11:54), and Issued Date (05/19/2025). To the right of the main content, a dropdown menu is open, showing a list of report options: Active Lists, Served Lists, Returned Lists, Statistics, Statistics Served, Detail Report, Form Letters, and Custom Forms. The "Custom Forms" option is highlighted with a red box and has a red arrow pointing to it from the left.

This will open the **Custom Reports** screen for Warrants.

The screenshot shows the "Warrants: Custom Reports" screen. At the top, it says "Report Style" and "Tn, Loudon Warrant.docx". Below this, there are several input fields: "Disposition Date" with a calendar icon and "Time" field, "Failure To" field containing "APPEAR", "Bond Amount" (0), "Warrant Fee" (0), and "Total" (0), "Issue Date" with a calendar icon and "Time" field, "Bond Terms" dropdown, and an "Additional Info" text area. At the bottom, it says "Form for: DONALD AMBURN JR.".



Here you can print the **Warrant** as a custom form that has been added by M&M Micro Systems, Inc. for your agency. Click **Report Style** and choose the correct one for your agency.

[Report Style](#)

Tn, Loudon Warrant.docx



Fill in any other relevant information and **View** or **Download** the report.

GENERAL SESSIONS COURT OF VAN BUREN COUNTY, TENNESSEE	ARREST WARRANT	OFFICER'S RETURN
STATE OF TENNESSEE VS. AMBURN JR., DONALD LEWIS	TO THE DEFENDANT  <input type="checkbox"/> Based on the affidavit of complaint filed in this <small><i>area, there is probable cause to believe that you have</i></small>	<input type="checkbox"/> Warrant served by arresting the defendant today or on



For More Information...

We hope this manual has been helpful to you and your agency. If you have any more questions, don't hesitate to call us at 888-644-5786.

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